

CITY OF BURBANK

PUBLIC SAFETY FACILITY TECHNICIAN

DEFINITION

Under general direction, to plan, organize, and direct the maintenance, repair, and renovation of public safety facilities; oversee building security and related equipment; and perform other related work as required.

ESSENTIAL FUNCTIONS

Plans, directs, and coordinates all facility maintenance, repair, and renovation work as it relates to public safety facilities; coordinates and supervises facility contractors; confers with other departments on facility matters and investigates complaints relating to the needs for facility maintenance services; maintains appropriate records and prepares special reports; enforces safety standards; conducts tests on equipment; fabricates materials as needed; prepares employee identification materials; installs office and building equipment; ensures the integrity of building security equipment; issues employee access cards and monitors building access; communicates with vendors regarding maintenance, repair, and building deliveries; responds to building liability issues and contractor disputes; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the methods, materials, tools, and equipment used in facility maintenance, repair, and renovation work; facility blueprints, codes, and specifications; building security systems; current safety practices; city policies and procedures; purchasing practices and principles; operations within restricted or controlled areas in a public safety facility.
- Skill in – mechanical aptitude; fabrication.
- Ability to - plan, schedule, and coordinate the work of a large facility; perform a variety of construction and repair tasks; maintain facility records and prepare reports; evaluate the need for facility repairs; supervise and direct the work of vendors; manage contracts; interpret complex drawings and specifications; communicate effectively, both verbally and in writing; follow written and oral directions; resolve vendor disputes; establish and maintain effective working relationships with supervisors, fellow employees, contractors, and the public.

Education/Training: High school diploma or equivalent and three years of increasingly responsible experience in facilities maintenance, repair, and renovation work.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Experience in public safety facility maintenance.